career opportunity

California Department of Technology

Operations/Office of Professional Development
Associate Governmental Program Analyst, $4,600 - $5,758
Permanent/Fulltime
Final File Date: 11/18/16

Who Are We?

As *the* central IT organization for the State of California, the Department of Technology's Headquarters Office is responsible for the approval and oversight of all state information technology projects. We hold statutory authority over strategic vision and planning, enterprise architecture, IT policy, and project approval and oversight. We are committed to both transparency and waste reduction in state government.

Among other responsibilities, our Headquarters Office develops and maintains the state's Enterprise Architecture framework, and ensures the confidentiality, integrity, and availability of state systems and applications. We also develop and implement policy and direction for the State's IT program, priorities, and initiatives.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are located in the downtown Sacramento area.

What You'll Be Doing…

Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) serves as the primary contract administrator for the Office of Professional Development (OPD). Responsibilities include researching, developing and reviewing responses to solicitations, monitoring contracts and services to ensure a high level of performance, providing ongoing complex technical analytical support related to needed quality improvement, making recommendations regarding provider status, and preparing accurate and timely reports for the organization and executive management. The AGPA provides consultation to other Divisions and Statement of Work expertise on technical training arenas. The OPD has generated additional statewide contracts on behalf of the Department of Technology and is the Office of Primary Interest for the department's training inter-agency agreements.

For a more complete job description, click on this link to view the Duty Statement:
Associate Governmental Program Analyst

Who We're Looking For…

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Experience in applying Government Code, Public Contract Code, State Administrative Manual and State Contracting Manual.
- Experience in managing multiple contracts simultaneously.
- Experience in an enterprise training arena with multiple programs, courseware, and a broad spectrum of customers.
- Experience in coordinating and facilitating meetings, forums, conferences, or other events.
- Ability to work with all levels of management smoothly and develop trust relationships.
- Ability to think creatively and be resourceful—must be able to develop and recommend creative solutions to various issues impacting customer satisfaction.
- Proficiency with Microsoft products, specifically: Outlook, Word, Excel, and PowerPoint, and other related applications.
- Strong analytical and problem solving skills.
- Strong verbal, written, and interpersonal writing, communication, and follow up skills; must be comfortable interacting with all levels of staff within the organization.
- Strong planning and organizational skills.
- Ability to work independently, take initiative, and follow through on assigned projects.
- Ability to be flexible and multi-task.

How to Apply…

Interested applicants must submit a State application to:
CALIFORNIA DEPARTMENT OF TECHNOLOGY
Human Resources
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Angie Edwards, RPA 16-109
For inquiries, please call (916) 431-5452

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; <u>as well as your eligibility in the Explanations box</u>; otherwise, your application may not be processed.

To be considered for the position of an **Associate Governmental Program Analyst** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at http://cio.ca.gov/About/Careers for information and instructions on the hiring process.

The Fine Print…

Applications will be accepted only from individuals currently at the **Associate Governmental Program Analyst l**evel, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.